



WHITE BIRCH CENTER

White Birch was designated as an Emergency Child Care Center by the State of New Hampshire for the duration of the New Hampshire State of Emergency. Since the State of Emergency is no longer in effect, as of 6/12/21, White Birch Center will be adapting many of our previous health and safety policies, to reflect those being set forth by the CDC, NH DHHS and the NH Division of Public Health Services. To maintain the safest environment possible, the following policy directives will be put in place.

Any information highlighted in yellow is an addition, edit or update to our current policy directives. This information has been adapted from the CDC, NH DHHS, and White Birch Center.

Emergency & COVID-19 Child Care Program Agreement

Health and Safety Policy Directives:

- Travel Quarantine Guidance
 - Domestic travel within the U.S. outside of New England no longer requires quarantine upon return to NH, although people are recommended to still follow CDC's travel guidance, including wearing a well-fitted face mask while traveling, practicing social distancing, getting tested 3-5 days after travel (with a molecular or PCR-based test), and limiting public interactions after travel (even if not required to quarantine).
 - Travelers/visitors to AND residents of NH need to self-quarantine for 10 days after the last date of any international travel (except for essential travel to/from Canada*), or travel on a cruise ship.
 - Exceptions to travel quarantine - The following people do NOT need to quarantine after international travel or travel on a cruise ship:
 1. Persons who are 14 days or more beyond completion of COVID-19 vaccination - this means a person must be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech or Moderna COVID-19 vaccine, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine.
 2. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to travel quarantine).
- State of NH link for further travel guidance:
<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf>
- If a parent or household member is in quarantine due to high-risk travel, for your child to return to school, we will accept a negative test of the parent or household member at day 6-7 of your quarantine. This test must be a molecular test (e.g., PCR-based test); antigen tests (rapid diagnostic tests) are not accepted for this purpose. If the test is obtained on day 6-7 of quarantine, you are asymptomatic, and the test is negative, then per the state of NH, you can end your quarantine after 7 days, and we will allow your child to return to our center. Any new symptoms of COVID-19, after the end of quarantine, should prompt you to notify us, isolate and seek testing again (even if you recently tested out of quarantine). We understand this is one policy that WBC has set that is stricter than the State requirements. We have made this decision because of the ages of the children we serve, 9 months – 14 years old, and that to social distance as parents from your children in this age group is in most cases impossible.
- If your child is sick, has a fever, sore throat, fatigue, cough, flu like symptoms, unexplained rash, shortness of breath, diarrhea/vomiting, you **will not** bring them to the center.

- If you, your child, or a household member is being tested, or has tested positive, for COVID-19, you will notify White Birch Center immediately and provide appropriate documentation.
- Please do not cluster during drop off and pick up times. Maintain appropriate social distance of a minimum of 6 feet.

COVID-19 Sick and illness policy:

- Any parent/guardian or child with any of the following symptoms, will not be allowed to attend childcare:
 - Fever or chills
 - Cough
 - Sore Throat
 - Congestion or Runny Nose
 - Fatigue
 - Muscle or body aches
 - Headache
 - Mild Flu Like Symptoms
 - Shortness of Breath or difficulty breathing
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
- Children will not be sent to WBC on any symptom reducing medication.
- During the day, we will be evaluating each child on an individual basis by considering their ongoing health and wellbeing. If a child is showing any of the above symptoms, they will be isolated, parent/guardian will be contacted, and will need to pick up your child within 1 hour. He/she will be able to return to the center until one of the following conditions are met below.
- If a child or parent develops new or unexplained symptoms, White Birch will isolate that child and have them picked up. The classroom will remain open. The child or parent with the new or unexplained symptom can return provided one of the following conditions are met.
 - A healthcare provider can document a chronic/non-contagious condition that accounts for the child or parent's symptoms and that there are not any new or unexplained symptoms of COVID-19
 - Example – A child with a chronic allergy condition where their nose runs frequently would be permitted to stay in child care.
 - The child or parent receives an approved COVID-19 test that is negative, AND their symptoms are improving AND they are fever free for at least 24 hours off any fever-reducing medication.
 - If a child or parent is not tested or does not see a medical provider, they are managed as if they have COVID-19. They must self-isolate until at least 10 days have passed since symptoms first appeared, AND at least 1 day (24 hours) has passed where the child or parent is without fever (off any fever reducing medications) and other symptoms are improving.

Protocols when a Positive Case is reported to WBC

- When a positive case presents, we follow State protocols to directly establish direct contact individuals. Administration makes a list & then personally contacts every family/employee immediately that has been directly exposed.
- After we contact all direct contacts, we evaluate if we can staff safely and determine if we must close for 24-48 hrs. for cleaning and or staff planning/ reorganization.
- Direct contacts are defined as, anyone that has been in contact with a positive case for more than **10 minutes** cumulatively and while also less than 6 feet during contact.
- The 10-day quarantine period goes from the last day they were in contact with the positive case.

- Direct contacts should wait until at least day 5 & or day 10 to test for COVID-19. Most cases will not test positive until at least day 5. A negative test on day 5 does not free you from quarantine as symptoms can present up to day 10.
- Direct contacts to COVID-19 can return to school after their 10-day quarantine period and not before. Though the State does not require a negative COVID-19 test to return after the 14 days if no symptoms present, WBC does require at least one COVID-19 negative test result due to the percentage of those who present asymptomatic. This is an added level to ensure we keep all our children safe.
- If your child is a direct contact of a positive case and must fulfill the 10-day quarantine and has a sibling, we will accept a negative test of the child with direct contact at day 5 for the sibling to attend school if the quarantine child does not turn symptomatic or has a positive test.
- If a Parent or other household member is in quarantine for a direct contact, we will accept a negative test of the parent at day 5 for your child to return to school if that child did not also have direct contact. The quarantine parent cannot be the parent that brings or picks up their child from school.
- We report every positive case to the State of NH. They then begin contact tracing as well, gathering all individuals address & phone numbers to add to their monitoring list and will also contact you if your child is a direct contact.
- A person that tests positive does not need a negative test to return to school. This is because an individual can test positive for COVID-19 up to 90 days.
- A positive case can return to school after 10 days from first symptom. If no symptoms are present, then they can return 10 days from their positive test. This is because the body is contagious during the first 10 days of their first symptoms. The State of NH gives a positive case the date eligible for return.
- The **State determines when a positive case can be released & can return to work or school.** They provide them with a letter.
- Asymptomatic people have a lower spread rate than symptomatic individuals.
- HIPPA Confidentiality is still applicable during COVID-19. We cannot tell you who the positive individual is. We can also not tell you if it is a child or a staff member. Please be respectful of these HIPPA laws.
- When we go through any COVID-19 shut down protocol, we have told staff that babysitting for our families is not allowed, until we have at least 48 hours and can safely and properly clear everyone.
- Each classroom is designated into certain groupings or “pods”. This helps with the spread of infection. The pods are not changed unless extremely necessary for staffing purposes. We will continue to refrain from combining groups/pods unless it is necessary due to a staffing constraint and would only be for a short period of time at the beginning or end of the day. Cleaning protocols and procedures will also continue to be conducted.
- **Childcare program groups should, whenever possible, include the same children each day, and the same child care providers should remain with the same group of children each day. Limit mixing between groups when able.**

Tuition:

- We understand that during this difficult time, childcare expenses may be a hardship on families but to effectively carry out emergency childcare, payment for tuition must be paid in full on a weekly basis. Services provided are contingent upon receiving payment in full. Balances also must be up to date to return.
- If you choose to withdraw from your space, please notify your Program Director and we will offer the space to the next family on our waitlist. A full two weeks’ notice must be given to your Program Director for withdrawal.
- Families will be charged tuition for weekly and daily care including when their child is absent due to COVID-19 related symptoms, other illness, or if in quarantine. Your spot will be held.
- If White Birch Center must close for COVID-19 State mandated cleaning and safety protocol, tuition is still required during that time.
- Extended Education families, with school age children enrolled in before, after or full day programming, will be billed according to the days that their child is scheduled to attend, regardless of absences from White Birch or Henniker Community School.

- The State of NH is allowing child care centers to invoice DHHS for COVID related absences through August 29, 2021 for reimbursement. The state will determine how much is to be paid for each child's absence based on their age, number of absences, and service level (part-time, half-time, full-time). White Birch Center will then apply any payments received for your child to your Brightwheel account. There are a few important things for your family to be aware of. The state has specific rules and guidelines as to which "COVID related absences" are billable. Criteria for COVID-19 pandemic related absentee payments:
 - The child has been exposed directly to another child or adult with a diagnosed case of COVID-10 and the parent/guardian is instructed to contact the child's healthcare provider for COVID-10 testing; and
 - The child is not able to return to child care until one of the following conditions is met:
 - The child has a DHHS Public Health approved COVID-19 test, the result is negative, and the child's symptoms are improving. The child must be fever-free for at least 24 hours and off fever-reducing medications.
 - For children exposed directly to someone with a positive COVID-19 test, the family and program follows the DHHS Public Health guidance for returning to the program.
 - The provider may invoice for up to 10 days that the child was not able to attend while awaiting documentation from the healthcare provider, within the designated billing period.

Additional Directives

- Changes that went into effect on June 7, 2021:
 1. No longer taking temperatures during arrival/drop off. Classroom teachers will take the child's temperature once they arrive and monitor throughout the day.
 2. Parents/guardians/family members are allowed into the building, via their child's classroom door during arrival and dismissal times only.
 - We have decided to allow families back into the building for drop off and pick up. We will be starting this change with a trial period to ensure we can do so safely. To make this change successful, there are certain expectations that will need to be met to maintain the safety of our children, staff, and families. Parents will enter the building through the specified classroom door (the doors that have been utilized for drop off and pick up since we reopened). Each classroom will have designated drop off and pick up areas where parents/families will remain when inside the building. Parents are expected to remain in those areas and not wander through the classrooms/buildings. When you are in your child's classroom, please keep your conversations with the classroom teachers to pertinent information regarding the care of your child. Our number one priority is the safety of the children we care for. Our teachers are attentively supervising all children in the classroom; thus, conversations should be brief and allow the teachers to continue their duties of supervision in the classroom.
- Current hours of operation for the Early Learning Program are 7:30 A.M. to 5:00 P.M.
**hours subject to change with minimal notice*
- Extended Education hours are Before School 7:00 A.M. to 8:00 A.M., After School 2:00 P.M. to 5:30 P.M., Vacation Day 7:00 A.M. to 5:30 P.M., and Summer Camp 7:00 A.M. to 5:30 P.M.
**hours subject to change with minimal notice*
- Changes beginning on July 6, 2021:
 - Based on the NH DPHS Face Mask Recommendations for School and Childcare Settings, White Birch Center will be removing the requirement for face masks indoors AND outdoors, for all visiting adults and WBC employees. The community transmission/risk is low enough that we can safely choose to do so.
 - Individuals who are concerned for their health, or people who are immunocompromised, can still choose to wear face masks (i.e., for individual protection)